

Summer Student Positions

8 weeks, 30 hr week, \$14/h
Between June 5, 2018 – August 25, 2018

The Social Development Centre Waterloo Region has openings for students seeking experience in a community social development setting:

Community Resource Associate:

- To assist with research and development of tools to support navigation of social and community service systems.
- To provide information and assistance to the community, particularly the members of disadvantaged groups with low literacy levels or mastery of English. They would include newcomers to Canada, persons with disabilities, persons living on low-income, and other groups with social or employment barriers.
- To assist people in filling in government forms and explaining the clients responsibilities regarding services requested. To assist with updating and development of information brochures and website resource content.

Social Planning Associate:

- To provide support to the groups with lived experience (persons with disabilities, low-income people and low income tenants, seniors) in development of special project and initiatives that the members of the groups themselves inform and design.
- To collect data from various sources including Census, municipal records, and support the development of reports of social context, assets, issues and challenges.
- To assist in gathering data from group participants regarding diversity, inclusion and discrimination that is not readily available at the local level. To facilitate meetings, keep meeting records and help with the recruitment of group members by being a liaison with community groups and organizations.

These positions are open to students between 15 and 30 years who have just completed a year of full time study and are intending to pursue full time education in Fall 2018.

Interested candidates can submit an application including a resume and a cover letter stating the position you are applying to, why you are interested in that position and how your studies, experience and skills make you a good candidate.

Please submit your complete application by 12 noon, Friday June 1, 2018 to:
Executive Director, Social Development Centre Waterloo Region
23 Water St. N., Kitchener ON N2H 4A5
Email: admin@waterlooregion.org